

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120069-9

SCB-3

STAT

1. TITLE OF REPORT (if a fill-in report include Form No.)

Man-hours Report

2. TYPE OF REPORT

☒ STATISTICAL
☐ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒

PERSONNEL

LOGISTICS

MEDICAL

TRAINING

SECURITY

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not number of copies)

1

7. FORMAT (memorandum, form, computer print-out, etc.)

Local Feeder Report

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Chief,

STAT

10. PREPARING COMPONENT (include lowest level contributing information to report)

Stock Control Branch

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	<input type="checkbox"/> COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	<input type="checkbox"/> COST PER YEAR
5	3.78	1	3.78	12	45.36
13	8.06	1/12	.67	12	8.04

(13 hrs)

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

53.40

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This is feeder report for statistical data report.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒

RETAIN AS IS

☐ OTHER (explain)

☐

CHANGE

☒

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

13

53 STAT

16. DATE OF INVENTORY

28 Sept 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Chief, Stock Control Branch, ☐ SD/OL

18. EXTENSION

☐

FORM 9-70 142

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(22-36-43)